

# POSITION DESCRIPTION

## Human Resources Manager



Loreto College Ballarat is a Catholic secondary school for girls in the tradition of Mary Ward with a current enrolment of 960 students.

Loreto College Ballarat was the first of the Loreto Schools in Australia, established by Mother Gonzaga Barry in 1875. It is our vision, as a Loreto school, to offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service. The five pillars of a Loreto education are those of *Freedom, Justice, Sincerity, Verity and Felicity*. Loreto College has its foundation in the gospel of Jesus Christ and is proud to be part of and contribute to the larger Catholic community. Religious affiliation is not a condition of employment; however, applicants must be aware of and in sympathy with, the College's religious aims as a Catholic school.

Loreto College Ballarat is an organisation committed to Child Protection and to the implementation of Childsafe policies and practices.

## Position Summary

This role will report into the Principal and is responsible for proactively partnering with College leaders across the full spectrum of Human Resource Management including workforce planning, performance and management, employee relations, HR compliance, policies and procedures, talent attraction and retention, employee engagement and change.

The purpose of the HR Manager role is to:

- provide proactive and value-add support, solutions and guidance to the Principal and College leaders on HR matters
- understand and align Loreto College Ballarat strategic objectives with employees and leaders; providing advice whilst anticipating and communicating HR related needs proactively
- ensure all employment law requirements are satisfactorily met and that legally accurate and sensible Employee Relations solutions are provided in a timely and effective way to the College
- work closely with the HR team to provide streamlined HR administration services and HR solutions, ensuring a responsive HR Service is provided to College leaders and staff assisting in HR technology improvement, and leading HR projects aligned to the Loreto College Strategic Plan

## Key Responsibilities

### HR Leadership

- Lead the development of HR frameworks and plans to support the achievement of the College's Strategic Plan, engaging all relevant stakeholders in the process
- Provide high level advice to the Principal and Leadership Team on emerging strategic issues and operational matters across the Human Resources portfolio
- Work with LTM on initiatives focused on organisational culture, employee engagement and staff wellbeing and implement a range of structures which support and promote improved practice in a practical way

### Policies and Procedures

- Lead and coordinate the development of workplace and HR policies and procedures to reflect HR initiatives, ensure compliance with relevant legislation, and support the achievement of the School's strategic plan
- Ensure all employment related policies and procedures are regularly reviewed and improved to monitor currency and compliance and recommend and develop changes where necessary
- Support managers in the implementation of policies and procedures and incorporation of policies and procedures in day-to-day operations
- Communicate with and educate all staff with regard to HR policies and practices

## **Leadership of HR Processes**

- Lead recruitment, induction and staffing practices and procedures to ensure the engagement and development of a high-performing workforce
- Lead and supervise the administration of all HR processes and staff records including but not limited to, contract preparation and renewal, staff leave, entitlements and benefits, performance management and compliance
- Oversee recruitment, selection and induction procedures in relation to all staff vacancies to ensure best practice, including compliance with relevant legislation, is adopted and implemented
- Oversee the development of recommendations regarding appropriate salary levels for new roles and requests for reclassification
- Champion and lead the implementation of the School's HR Information System (HRIS)
- Liaise with Risk and Compliance Officer with the management of Return to Work processes and procedures
- Oversee the provision of advice regarding the application of relevant Awards and Enterprise Agreements
- Oversee the management of industrial relations issues in relation to Enterprise Agreements, Industrial Awards, employment law and policies and procedures, and communicate with the Principal in relation to the progress of such issues
- Assist with the preparation of documentation for industrial and legal matters as required
- Oversee the management of the School's Employee Assistance Program
- Liaise with external service providers, on behalf of the Principal, if/when requested by the Principal and as appropriate

## **Performance Appraisal**

- Work with Deputy Principal and Director of Professional Engagement on the development and implementation of performance appraisal processes for all staff in alignment with the School's strategic plan, role descriptions, employment contracts and relevant industrial agreements, as applicable
- Support team leaders and managers in the implementation of staff appraisal processes

## **Performance Management**

- Develop policies and procedures and provide coaching and advice in relation to the management of staff performance matters in accordance with relevant employment legislation and School policies
- Assist managers with the implementation of performance management processes
- Communicate with, and advise the Principal in relation to any ongoing performance management processes

## **Investigations and Complaints**

- In close consultation with the Principal, oversee the investigation of workplace grievances, including the engagement of external investigators, as appropriate, and make recommendations for resolution of matters where appropriate
- Advise the Principal on due process and maintain registers of documentation as appropriate and required
- Liaise with external service providers on behalf of the Principal, if/when requested by the Principal and as appropriate
- Work with the Principal, DOBCEL and the School's legal advisers on high level legal and employment relations matters

## **Project Management**

- Lead and/or manage short term and/or long term projects in accordance with the School's strategic priorities, annual plans and/or improvement processes, as directed by the Principal

## **Other duties**

- Other duties directed by the Principal or delegate from time to time.
- This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

## Shared Responsibilities

### Mission and Ethos

- Have a commitment to, and a clear understanding of the ethos of a Catholic School and the Loreto charism of Mary Ward.
- Support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service.
- Role model Christian values in all dealings with students, staff and parents.
- Maintain confidentiality at all times and demonstrate high professional standards within the College and community.
- Provide consistent public support both within and outside the College for school-wide policies, initiatives and strategic plans.
- Take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions and cooperate with anything Loreto College does to comply with OHS requirements.

### Child Safety

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice.
- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Provide students with a child-safe environment.
- Uphold a zero-tolerance attitude towards child abuse.
- Ensure cultural safety for Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds.
- Provide a safe and accessible environment for children with a disability.
- Implement strategies that promote a healthy and positive learning environment.

## Qualifications/Experience

- Tertiary qualifications in Human Resources or related discipline
- Previous experience working in an equivalent role, including employee relations case management
- Working knowledge of employment law framework, awards and enterprise agreements
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
- Experience in working in a school is desirable

## Key Selection Criteria

Applicants are required to demonstrate the following:

- Alignment with Loreto College's values and vision
- A commitment to the safety, wellbeing, and inclusion of all children
- Ability to influence, negotiate and work collaboratively with others
- Proven ability to deliver results by leading staff, developing and inspiring others
- Exceptional oral and written communication skills
- Demonstrated experience and success in managing Human Resource function/projects that optimise positive outcomes and delivers ongoing reform.
- The ability to laugh at oneself, reflect and commit to continual learning